

# Injured at work?

**Step 1.** Report your injury to your employer within 30 days.

**Step 2.** Complete and file your DWC041 form within one year. This will report your claim and provide your version of what happened.

**Step 3.** Find out if your claim is “in network” by contacting your employer’s insurance carrier.

**Step 4.** Select a treating doctor.

**NON-NETWORK.** If your claim is not a network claim, you may choose any doctor to treat you for your work-related injury.

**NETWORK.** If your claim is “in network,” you will have to select a doctor from a list of network providers. If there is no network provider qualified to deliver the care needed, the network provider must approve the use of a non-network provider.

*You should not pay any out-of-pocket costs for a compensable injury. Your medical bills will be sent directly to the workers’ compensation insurance carrier.*

## REMINDERS:

- Cooperate with your doctor’s plan for getting you well and returning you to work.
- Keep in touch with your employer and ensure they know your health status and work status.
- Contact the Office of Injured Employee Counsel if you need assistance at 1-866-EZE-OIEC (1-866-393-6432).
- Stay positive throughout the process and remain focused on getting better and back to work.

Office of Injured Employee Counsel  
1-866-EZE-OIEC (1-866-393-6432)  
[www.oiec.texas.gov](http://www.oiec.texas.gov) | [OIECInbox@oiec.state.tx.us](mailto:OIECInbox@oiec.state.tx.us)  
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